



## DPLU ELECTRONIC DOCUMENTS GUIDELINES

*\* Hard copies of EIR and/or technical studies are still required during initial submittal and iterations. Hard copies and electronic documents will be requested before Public Review.*

### **Electronic Documents**

Electronic documents will be requested when a project is ready for public review. These documents will consist of Environmental Impact Reports (EIRs), Plot Plans/Maps, and/or project related technical studies (Biological Reports, SWMP, Drainage Study, Noise Analysis, etc.). Electronic documents should be saved on **compact discs (CDs) in PDF format**. In the event that all the required studies or documents cannot fit on one CD, use multiple CDs and package them together in the requested number of separate electronic packages. The number of electronic and paper copies requested for agencies or organizations will be determined on a case-by-case basis.

### **CD Format – Negative Declarations**

The following items should be placed on CD in separate PDF files for Negative Declarations:

- Map/Plot Plan or Project Exhibit.
- Regional (USGS) Location Map
- Each technical study (ex. Biology, Drainage, Acoustical, SWMP, etc)

### **CD Format – EIRs**

The following items should be placed on CD, as separate PDF files for an EIR:

- Map/Plot Plan or Project Exhibit.
- Regional (USGS) Location Map
- Cover Page, Table of Contents & List of Acronyms should be one PDF file.
- (Executive) Summary
- Chapter 1 - Project Description, Location, and Environmental Setting
- Chapter 2 – Significant Environmental Effects Which Cannot be Avoided if the Project is Implemented.
- Each Chapter 2 sub-chapter must be a separate PDF file.
- Chapter 3 - Significant Environmental Effects of the Proposed Project Which Can be Mitigated.
- Chapter 4 – Environmental Effects Found Not to be Significant
- Chapter 5 – Project Alternatives
- List of References & List of EIR Preparers and Persons and Organizations Contacted should be one PDF file.
- List of Mitigation Measures and Environmental Design Considerations
- Each Technical Study and its appendices should be one PDF file.